

**TO: Potential Asthma Mini-Grant Applicants**

**FROM: Asthma Program, Utah Department of Health**

**DATE: June 1, 2006**

**RE: Mini-Grant Funding (September 2006- August 2007)**

The Asthma Program of the Utah Department of Health is seeking applicants for community asthma projects to be conducted from September 2006-August 2007. The Asthma Program is especially interested, but not limited to, activities focusing on childcare relating to asthma, special interest groups/ communities, as well as any asthma activities outside the Wasatch Front.

To apply, please return the enclosed pre-application form that includes information about your intended community or population, a brief summary of your goals that focus on asthma activities, and the activities or steps that you will take to reach your goals. Pre-application deadline is **June 30, 2006 by 5 p.m.** You may mail your pre-application to:

Asthma Program  
PO Box 142106  
Salt Lake City, UT 84114-2106

Please review the additional requirements on the following pages provided. If you have any questions or concerns about the mini-grant program or the pre-application process, please contact Cherissa Wood (contact information below).

Thank you and we look forward to receiving your pre-application.  
Sincerely,

Cherissa Wood  
UDOH Asthma Program, Liaison with  
American Lung Association of Utah  
Phone: 801-484-4456  
Fax: 801-484-5461  
Email: [cherissaw@utahlung.org](mailto:cherissaw@utahlung.org)

## Preliminary Asthma Grant Application

For September 2006- August 2007

Submission of this form is due June 30, 2006 before 5 p.m.  
*Contact Cherissa Wood for an electronic copy of this form.*

Directions: Type the requested information on the lines provided.

Contact Name: \_\_\_\_\_

Organization/ Agency: \_\_\_\_\_

Address of Agency: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

How much funding do you anticipate for this project?

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How will the funding be used?

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What area of your community do you intend to design/focus your asthma activities for?

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What are your intended goals for this area of your community?

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## **MINI-GRANT PROGRAM DESCRIPTION**

### **HOW MUCH MONEY CAN YOUR COMMUNITY ORGANIZATION APPLY FOR?**

Community based organizations may apply for \$3,000 to \$5,000 for short-term funding (September 2006-August 2007). There are no predetermined dollar amounts per project or number of projects to be funded; however, the maximum amount of funding your organization may request is \$5,000. Grants will be awarded after review of all proposals. Funds will be given in installments.

### **WHEN APPLICATIONS DUE?**

The community mini-grant preliminary application is due by 5:00 p.m. on June 30, 2006. Once we have received the pre-application, a mini-grant RFP and application will be mailed to you. The community mini-grant application needs to be completed and returned to the Asthma Program by July 31, 2006. The applications must be received on or before this date. **Late and faxed applications will NOT be considered.** Please send the original proposal and four copies. The Asthma Program will notify applicants regarding their proposal status after review of all applications. The Asthma Program may negotiate a modification of proposals and award funds only after such modification has been agreed upon.

Send applications to:

Asthma Program  
C/o Fy06 Mini-Grant Project  
PO Box 142106  
Salt Lake City, UT 84114-2106

### **Items to include in your project plan:**

- ☐ Involve increasing community capacity and infrastructure to address asthma issues?
- ☐ Target at least one community (i.e. work place, home, school, etc)?
- ☐ Demonstrate involvement with the community through program planning and implementation of activities?
- ☐ All strategies are linked to the Utah Asthma Plan?
- ☐ Have clear objectives?
- ☐ Include an evaluation plan?

We reserve the right to negotiate grant agreement terms and the scope of the proposal submitted.

**For assistance in preparing applications, reviewing project ideas, or more information please call Cherissa Wood at (801) 484-4456 or email at [cherissaw@utahlung.org](mailto:cherissaw@utahlung.org) .**

## **Tentative Mini-Grant Timeline FY07**

Pre-Applications Due- June 30, 2006

Full-Applications Available July 3, 2006

Full-Applications Due- July 31, 2006

Notification of Funding- August 31, 2006

Tentative Program Start Date- September 1, 2006

Orientation with funded agencies- September 2006

### **Other Important Dates:**

Bi-weekly email reports- beginning September 22, 2006

Monthly Contact with grant coordinator- By the 5<sup>th</sup> of each month

2 Site Visits- December 2006 and April 2007

Midterm Reports Due- March 16, 2007

Final Report Due- September 14, 2007